



Parent Handbook

2026 – 2027

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Please read the following information:

♥ Each year the information in this handbook changes. Please thoroughly read all of the information contained in this document. Included at the end of this handbook is the Family Contract page which you will need to print; sign and return to the school office along with your other required forms. For your convenience this contract page is also included in the 'Forms' section on the web site.

♥ If after reading the material you have any questions contact the school office for additional information.

Thank You!

St. Paul's Episcopal Church Preschool Board

"The purpose of the preschool is to offer preschool age children an educational environment and an opportunity outside the home to develop a creative, constructive attitude toward themselves,

others, and the world. The preschool shall be open for enrollment to all creed, religion, color, sex, or place of birth." St. Paul's Preschool is a program of St. Paul's Episcopal Church. The buildings are the property of the Episcopal Bishop of Los Angeles. The Preschool Director is hired by and reports to the Rector of the Parish. The Vestry of the Parish is responsible for all finances and matters concerning buildings and grounds. The Vestry, retaining rights of review and veto, established the Preschool Board for the oversight of the Preschool Program and finances. The Preschool Board is also a venue for reviewing family concerns and ideas.

HISTORY OF ST. PAUL'S EPISCOPAL CHURCH PRESCHOOL

St. Paul's Preschool was established in 1971 by St. Paul's Episcopal Church as a community outreach program. The founding director was Ida Middlesworth. St. Paul's became one of the first preschools in Orange County to be accredited by N.A.E.Y.C. (National Association for the Education of Young Children). The preschool is licensed by the State of California's Community Care Licensing Department as well as the Fire Department. Through school continuous improvement efforts, we maintain the standards set forth by N.A.E.Y.C. and the National Association of Episcopal Schools. (Please see 'Philosophy')

2025 - 2026 BOARD MEMBERS

Megan Barcelo – *Preschool Chair*

Mark Simonian – *Treasurer*

Pastor Kay Sylvester – *Rector St. Paul's Episcopal Church*

Chery Hyon – *Church Vestry Representative*

Catherine Aranda

Krystal Bennett

Sarah Cuomo

Megan Froemke

Michella Gaspar

Andrew Mehr



MESSAGE FROM THE DIRECTOR

Dear Families,

Welcome to St. Paul's Preschool. We are very pleased to work with you in the growth and development of your child. The care and nurturing of your child is very important to the staff. Our goals for your child's experience is that they are:

1. Provided opportunities and a voice to construct and negotiate their own knowledge by thoughtfully investigating, exploring and problem solving within large and small group settings. We strive to 'un-time' our scheduling as much as possible to provide for these experiences.
2. Viewed as competent, capable, resourceful and inventive and where each child is respected and held in high regard.
3. Provided an environment that supports and encourages communication, relationships, autonomy and organization that enables the self help skills of self-expression and personal accountability for their actions.
4. Provided a safe, warm, accepting environment in a Christian setting.

We believe families play a critical role as their child's first teacher and value your partnership within the school setting. We take pride in our family – school relationships. If you have any questions or challenges, please contact us immediately. If your family has any needs with which we can help, please reach out so that we may act as a resource to direct your family to the best possible services available.

We thank you for choosing St. Paul's to begin your child's educational journey.

SCHOOL PHILOSOPHY

We are a community of children, families, and teachers committed to supporting one another in raising competent and caring children while respecting and nurturing their unique gifts and potential. We believe that children are curious and capable learners. Our goal is to provide a warm, safe, and nurturing environment for children in a developmentally appropriate program. The experiences that we offer are in an anti-bias, multi-cultural, and faith-based setting.

Our program is unique in that it focuses on helping children mature in five developmental domains or areas. These include (1) cognitive (includes creativity); (2) social / emotional, (3) fine and (4) gross motor, as well as (5) spiritual growth.

We are influenced by the social constructivist practice put in place by theorists, Piaget, Vygotsky, Malaguzzi, Erikson, Dewey, and Gardner. We continue to be influenced and learn from the Reggio School philosophy from Reggio Emilia, Italy.

Our curriculum emerges from the child's interests. Topics for study and project work come from children's experiences, conversations, questions, and ideas. Children are provided with many opportunities for authentic learning, discovery, and investigation. Collaboration and small group work is supported by the staff who encourage exploration in an enriched learning environment. Children have the opportunity to express their ideas and hypotheses in a variety of ways that include art experiences (painting, sewing, wire and beadwork, woodworking, and clay), writing, construction, music, and gardening. With the wide variety of opportunities for expression, children deepen their understanding and learning.

Our staff carefully listens, observes, and documents each child's work and growth. A teacher's role is to provoke, co-construct, and stimulate the children's thinking and assist him/ her in scaffolding new ideas. Our goal is to support each child in their ability to think critically, reason logically, and act responsibly. As a group, teachers reflect upon the classroom activities each week and provide visible documentation of the learning taking place. They integrate basic academic skills and standards into this project work in authentic and meaningful ways.

Families are recognized as valuable and vital partners in their child's learning experiences. We strive to provide a variety of opportunities to work together with you in our school community.

ST. PAUL'S CLASSROOM DESCRIPTIONS

<p>Transitional Kindergarten (TK) 5 days a week - 2.5 hours 9:00 - 11:30 AM</p>	<p>Our TK classroom serves 20 - 5 years (5 by December 31) old toilet trained students. The adult:child ratio does not exceed 1:10.</p>
<p>Nature Classroom 5 days a week - 2.5 hours 12:15AM - 2:45 PM</p>	<p>Our Nature classroom meets daily in our outdoor garden. It serves 20 - 4 and 5 years (5 by December 31) old toilet trained students. The adult:child ratio does not exceed 1:10.</p>
<p>MWF Preschool 3 days a week - 2.5 hours 9:00 - 11:30 AM or 12:15AM - 2:45 PM</p>	<p>Our MWF classrooms serve 20 - 4 years (4 by December 31) old toilet trained students. The adult:child ratio does not exceed 1:10.</p>
<p>TTH Preschool 2 days a week - 2.5 hours 9:00 - 11:30 AM or 12:15AM - 2:45 PM</p>	<p>Our TTH classrooms serve 20 - 3 years (3 by December 31) old toilet trained students. The adult:child ratio does not exceed 1:7.</p>
<p>Family & Me T or Th - 1.5 hours 9:00 - 10:30 AM or 11:00 AM - 12:30 PM</p>	<p>Family & Me is an interactive classroom for 10 families and their children - 2 years (must be 2 by December 31). An adult must accompany the child. Children do not need to be potty trained to participate in this program.</p>
<p>Extended Day Programs Daily - 2.5 hours</p> <p>Sonshine Club (PM students) 9:45 AM - 12:15 PM Max. 10 students daily</p> <p>Kid's Adventure Club (KAC) (AM students) 11:30 AM - 2:00 PM Max. 20 students daily</p>	<p>Our Extended Day Programs offer extended time to your child's day, before school for our PM students or after school for our AM students. Classrooms run as S.T.E.A.M Labs. Sign-ups are monthly.</p> <p>Early Bird (8:30 - 9:00 AM) For families who need to drop off their morning student earlier than the scheduled class start time. Children will be escorted and signed into their class when school begins at 9:00 a.m.</p> <p>Late Bird (2:45-3:15) For families who need more time after school to pick up. Children will be escorted and signed into their class at 2:45 p.m. Pick up by 3:15 p.m.</p>

NOTE: Children need to be on their way to being potty trained by the time they attend school. It is acceptable for them to start in a pull-up, but we are not licensed to change them so families will be called to assist if your child has an accident.



FEES

Our preschool has an annual (not monthly) tuition which is divided into ten equal payments, due August through May. Accordingly, the August tuition is for 1/10 of the school year. At registration, you paid the initial tuition payment along with a registration fee. This tuition has been credited to your first month of enrollment. Your next payment will be by the 10th of the following month. All programs have an annual, non-refundable registration fee of \$150.

Transitional Kindergarten (TK)	Monthly: \$690
Nature Classroom	Monthly: \$690
MWF Preschool (3 days)	Monthly: \$485
TTH Preschool (2 days)	Monthly: \$330
Family & Me (1 day)	Monthly: \$150
Extended Day S.T.E.A.M. Labs	Daily: \$25
Early/Late Bird	Daily: \$5

Tuition payments are due the first of each month and considered **delinquent on the 10th**. After the 10th, a late fee of \$20 will be assessed. Timely receipt of any late fee payments secures your priority registration for the following school year. **NOTE:** Tuition Statements are NOT SENT. Payments can be paid by one of the following methods

- Checks are delivered to the main office and made out to "St. Paul's Preschool."
- Automatic payments set you through your bank or Brightwheel. **NOTE:** Brightwheel does charge a usage fee for credit cards and bank accounts,

Withdrawals during the school year - provide 30 day's written notice. Families are responsible for the tuition payment through the entire last month that your child attends. **NOTE:** No Refunds will be granted for withdrawals after April 1st. Families will be fiscally responsible for tuition for the remainder of the school year. This policy ensures St. Paul's capacity to meet financial obligations dependent on enrollment.

Refunds are not available for illness, vacations or holidays that fall on regular school days (please consult the current school year calendar). This policy ensures St. Paul's capacity to meet financial obligations dependent on enrollment.



Additional Guidelines for extended day programs

1. Sign ups occur monthly on a first come, first serve basis.
2. Prepayment is required to secure your child's space.
3. There are no refunds for absences on the day of. Notify the school office 24 hours in advance to receive a "credit" for a cancellation.
4. Children bring their own NUTRITIOUS lunch, including a drink. **REMINDER: WE ARE A NUT FREE CAMPUS - NO PEANUT BUTTER SANDWICHES, COOKIES or other nut products!**
Please label sandwiches if they are sunflower butter.

REQUIRED REGISTRATION FORMS

The following forms are required the day you register. Your child is not officially enrolled until all your paperwork is complete and submitted to the school office. The first month's tuition is due at the time of registration.

FORMS AVAILABLE ONLY IN THE OFFICE	
Registration Form	Emergency Card
Nature Class Registration Interest Slip	Photo Release Form
FORMS AVAILABLE ONLY ONLINE	
Emergency Information	Consent for Emergency Medical Treatment
Physician's Report	Personal Rights
Child's Preadmission Health History	Family and Social History
Parent Rights	Emergency Release Form
Parent Contract	Incidental Medical - Epi-Pen Release

ARRIVALS AND DEPARTURES

Please plan to arrive at school on time and plan to make timely pick-ups to ensure a smooth transition to and from school each day.

Entry Location - When you arrive, please wait by the front gate until the bell is rung. All of our gates are alarmed except the front entry gate nearest the school office. Please make sure the main gate is properly latched as you enter or exit.

Sign In/Out for Attendance - St. Paul's Preschool uses Brightwheel for attendance. A QR code is located in various locations near the front gate. Families will use their own device to scan and sign in and out each day. The teacher will receive your child at their classroom door.

Children are only released to persons authorized on your Emergency Information Form. Please keep this information accurate and up-to-date with any necessary changes. Adults other than the parents (grandparents, neighbors, friends etc.) **must** be listed on the child's emergency form on file in the preschool office. Children are not released to a person whose name is not on the emergency form. Families may add additional names or update the emergency form at any time by stopping by the office to update the child's file. A one day form is also available in the office whenever you need a temporary pick up arrangement.

Late Pick-Ups - If you will be late to pick up your child, please call to notify the school office immediately **(714) 832-8201** or message through Brightwheel so that we can assure your child that everything is okay. **NOTE:** Chronically unscheduled late pick-ups will require the purchase of a LATE BIRD card.

COMMUNICATIONS

Home to school communication is essential to your child's well-being. We want to hear from you regarding your child and their needs. Please keep staff informed of changes that may affect your child's participation in their classroom. Communication from home to school may happen in the following ways:

- Brightwheel is our most frequently used platform for communications. To stay current with what is happening. Please message your teacher when your child is sick. Communication with your teacher is a directly between you, the teacher, and the administrator.
- Phone calls, emails, newsletters, fliers
- Website: [St. Paul's Preschool](#)
- Family and Teacher conferences
- Annual School Calendars are sent home with your welcome letter

STANDARDS OF BEHAVIOR

Working in concert with families to help children acquire the tools of self-management is the goal of our approach to discipline. Each conflict in the preschool gives us a chance to help children learn acceptable ways to solve problems. Our job as teachers is to anticipate whenever possible, and to respond with a clear, understandable message as needed. With a beautifully planned environment, a curriculum that allows children to study those things they care most about, and well-trained professional staff, the need for discipline is kept to a minimum. Every effort will be made to understand the child's needs and modify the classroom environment or practices so that he or she will be successful.

There are two main rules children must follow at St. Paul's Preschool. Children may not hurt another child or an animal; and they may not destroy property. We help the children handle their differences by talking it over, often needing help to express their wants and needs. Our staff is trained in methods to facilitate communicating those needs. We try to reinforce positive behavior by honest praise, encouragement, and by "catching them 'being good.'"

Occasionally, a child (or children) will need some time to think about their behavior and receive help in problem solving a situation. A staff member will facilitate a discussion and if a mutually acceptable compromise cannot be reached that staff member will re-direct them to a more appropriate or acceptable activity and document the incident.

Families are informed when a serious behavior occurs. As a team, we will work to help the child develop skills of: self-management; self-regulation; resiliency; and a positive self-image.

In the infrequent event a child continues to have extreme challenges regarding their social or physical behavior the teacher and director will meet with the families. Together we will:

- Discuss the behavior and agree upon appropriate interventions
- Create a written behavioral plan
- Provide families options for referral services.

In the event that

- Interventions and strategies have not been effective
- The child's behavior has not improved
- The family has not supported the behavioral plan; or
- There is concern for the safety and wellbeing of other children and/or teachers

a family member may be called. St. Paul's Preschool reserves the right to dis-enroll the child from the program effective immediately. In this case any pre-paid tuition balance will be pro-rated and refunded.

EMERGENCIES & ILLNESSES

Our staff is certified in both First Aid and C.P.R. School staff will handle minor injuries sustained during the school day. This first aid will consist of ice packs, soap, water, and/or band-aids. If your child is hurt while at school with a minor injury, an "ouch report" will be completed by the staff and delivered to you through Brightwheel.

In case of a serious emergency, the family will be called immediately. The doctor on your emergency card will be called if we cannot reach you. Your signed emergency consent form will be used only in the event that the family cannot be reached. If the injury warrants, paramedics will be called. Typically EMT agencies will transport all emergencies to Orange County Global Medical Center in Santa Ana.

We conduct fire, evacuation, or lockdown drills every month during the school year. This will help the child know what to expect in case of an emergency, and to help them respond with a calm(er) demeanor.

If your child is sick we request that you report his/her absence by either phoning the school office or messaging on Brightwheel.

Is my child too sick to attend school? Please use the following criteria to determine your child's attendance at school:

- The child does not feel well enough to participate in activities.
- The staff will not be able to care for the child without compromising the care of the other children.
- The child has any of the following symptoms:
 - Fever (>99 F axillary or >100 F orally) accompanied by behavior change and other signs or symptoms of illness (i.e.the child looks and acts sick).
 - Signs or symptoms of possibly severe or contagious illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).
 - Diarrhea: Changes from the child's usual stool pattern – increased frequency of stools, looser/ watery stools, stool runs out of clothing or child can't get to the bathroom in time.

Your child **MUST** be fever free and not have had a vomiting or diarrhea episode for 24 hours before returning to school. For additional illnesses not covered by this policy please contact the school office.

INCIDENTAL MEDICAL SERVICE PLAN

If your child has special medical needs it is the family's responsibility to come into the office; complete and sign a 'Consent to Administer Medication Form' required by state licensing. This form is typically used for children who require an epinephrine pen, diabetic testing materials, inhalers, and or other medications. The family must also provide:

- the doctor's written order (including the dosage amount, method and time schedule) and authorization
- the product must be in the original medication container with the prescription / pharmaceutical label with child's name attached and
- contained in a storage bag with the child's name clearly labeled.

The family is responsible to keep track of expiration dates and replace them when necessary. All medications will be stored and administered through the office. If your child does not have additional medical needs no further action is necessary.

SUSPENSION OF SCHOOL OPERATIONS

Although the School expects to operate its facilities during the entire term of this Agreement, events beyond the School's control may necessitate that the School cease its operations for a significant period of time, or suspend its duties and obligations under this Agreement, or both (which are hereafter referred to as a "Suspension"). A Suspension within the meaning of this section will occur only after the School declares in writing that a Suspension has occurred. The School may make such a declaration in its sole discretion and without prior notice. The events that might cause the School to declare a Suspension could include, but are not limited to, fire, act of God, weather event, natural disaster, flood, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or another event beyond the School's control. The Suspension shall last until the School, in its sole discretion, declares an end to the Suspension. If the School is providing online or other instruction despite the event that caused the Suspension, no refunds shall be due to families and no tuition obligations shall be suspended. If the School is not providing instruction, then, to the extent that the School has tuition replacement insurance that is triggered by the event that has led to the declaration of a Suspension (fire, epidemic, etc.), the School may in its discretion refund to families a prorated amount of prepaid tuition and suspend prorated tuition obligations for the duration of the Suspension, but only after and to the extent the School actually receives insurance money that covers such a refund, and only if the School decides that providing refunds or suspending obligations, or both, is in the best interests of the School. If the School does provide refunds, it reserves the right to provide the refunds in the amounts and on the date or dates that it, in its sole discretion, deems best. The School reserves the right to pay the refunds, if any, on dates and in amounts that may or may not be the same for all School families.

FAMILY INVOLVEMENT

At St. Paul's Preschool we believe Families are our Partners. We encourage families to become involved in the many aspects of our preschool operation. We love to include families in our program on a regular basis. We encourage you to volunteer on a typical day (as opposed to only holidays, birthdays or other special events). This allows you to observe your child's involvement and learning throughout their day. Please talk with your classroom teacher for more information.

Whenever you visit to volunteer you need to check in at the school office first and sign in our visitor log. You will then be given a volunteer identification badge to wear during your visit. Please be sure to return to the office and sign out when you leave.

A component of enrollment at St. Paul's is **that every family volunteer 2 hours of time during the school year.** Please contact your classroom teachers to let them know how you might be inspired to help. Listed below are some volunteer opportunities:

1. **Room Parent** ~ Helps the classroom teacher coordinate class celebrations and contact other parents when needed.
2. **Classroom Volunteers** ~ Teachers love assistance with various activities throughout the year including *art experiences, cooking, reading, photography, computer, etc.*
3. **Woodworking** ~ We need pre-cut wood pieces for our woodworking program. If you have access to a saw and love to tinker, please consider this opportunity. The school will pay for the raw materials.
4. **Building Materials** ~ We love receiving a variety of building materials (nuts, bolts, tile, paint, carpet, sprinklers, etc.). If you have installation or construction skills we always have projects that need your expertise!
5. **Garden help** ~ Classroom volunteers support watering and weeding!
6. **Dads' Club** ~ A special projects work group. If you have installation or construction skills we always have projects that need your expertise!
7. **School events** We need 2 co-chairs and volunteers to help with all aspects of each event.
 - a. **Staff Appreciation Event**
 - b. **Christmas Festival**
 - c. **Bike-a-thon**
 - d. **Spring Fling**
8. **Special Hobbies or Occupations to Share** ~ Do you have a profession or special talent that you could share with your child's classroom or with the entire school?

APPROPRIATE CLOTHING

The best choice for dress for school still is sturdy, inexpensive, washable play clothes with tennis shoes. We provide a “hands – on” active environment and cannot guarantee your child will not get dirty while playing at St. Paul's! As a developmental preschool, children will be getting messy! This is how children learn. Sometimes during painting, “hands – on” develops into 'elbows, clothing and feet on'. Children lose the value of an experience if they can't relax and be creative. Painting, playing with sand, water, clay, flubber, and playdough is an active part of the preschooler's day. We encourage children who love to play in our sand and water area to wear rain boots.

NOTE: Please do NOT send your child in sandals, boots, or shoes with slippery soles. Safety is our utmost concern. Please refrain from allowing your child to wear barrettes, rings, or other jewelry of value as they can get lost while playing and can be very difficult for us to find.

MOTOR LAB

The motor lab is provided to our M/W/F and 5 Day children (4 and 5 year olds). Motor lab provides developmentally appropriate activities based on brain development. Children must wear non – restricting clothing (no dresses), sturdy shoes (tennis shoes preferred) and hair pulled back to promote a successful experience.

CHAPEL

The children go to chapel most weeks to share a special “chapel time” with the Church Rector. Chapel time includes singing songs, hearing a special chapel story, saying a prayer and celebrating children's birthdays.

TOILETING

Children need to be potty trained by the time they attend school (Parent and Me participants are excluded from this rule). **NOTE:** St Paul's Preschool is **NOT** licensed to change diapers. Pull-ups are allowed if they are well on their way to being trained, and you will be called if your child has an accident. Recognizing that children may have an occasional accident or because they may otherwise become messy with a certain activity the school will have extra clothing on hand. If your child uses school clothing we ask that you launder and bring the items back by returning them to the office in a timely manner.

SNACKS

St. Paul's Preschool is a **NUT – FREE ENVIRONMENT**. All food brought into the class or packed for your child's lunch **MUST BE NUT FREE** (please read all packaging carefully to determine any cross contamination).

We will provide a snack each day. Snacks will consist of two food groups as required by state licensing. A weekly snack menu is posted on our web site. If for any reason your child has any food allergies or other dietary restrictions, we will ask you to consult the snack schedule and then provide a suitable alternative snack for your child for that particular day. Please inform your teachers of this substitution and bring your snack in a clearly marked container or bag. Drinking water is always available.

It is the parent's responsibility to make note of your child's allergy (both food and environmental) on their **EMERGENCY MEDICAL FORM** and also notify your teacher of any unique needs. We generate a school wide allergy list each year posted in all classrooms.

For students participating in our extended day programs parents are required to provide a nutritious lunch including a drink in a lunch box that is clearly labeled with the child's name. Staff always encourage children to eat the contents of their lunch however, they cannot by force a child to eat.

PARENT / TEACHER CONFERENCES

Annually families are invited for a "formal" conference with their teacher. School will be closed on this day. Both parents are encouraged to attend. Children's development and progress will be shared. Conference dates will be announced ahead of time.

Families may request a conference with your child's teacher or the director at any time. We will always attempt to return your phone calls during the school day. Please contact the front office directly should you have an emergency that must be communicated. We ask that you do not talk about your child in front of him/ her. As always, we will respect your child's and your families' confidences.

Please communicate whenever anything "traumatic" occurs in your family (moving, death of a family relative, friend or pet, even a new baby) as you are comfortable. As a team, we will work with you to support this time, providing any necessary referrals as requested. We are also a praying community and have a prayer board in our office if you or a loved one have any prayer requests.

SHARING

Sharing is an excellent way of helping your child experience speaking in front of a group. School provides ample opportunities for students to share their ongoing work, projects, or knowledge orally with their peers. If you wish to share your family pet, please speak to your teacher first to arrange a date. While it is not mandatory for your child to participate, we do ask you to encourage him/her to do so as they feel comfortable.

NOTE: Please do not allow your child to bring any toys, pretend weapons, money, candy, expensive items etc. to school at any time. Please do not bring your pets to school to pick your child up on a daily basis.

FIELD TRIPS – SPECIAL EVENTS

We offer a number of special activities and experiences throughout the school year at St. Paul's. Please check your school calendar and newsletters of up and coming activities.

We may have opportunities for a variety of special visitor talks. We encourage families to participate by presenting your occupation, family custom, hobby or any other area of interest you may have.

If we plan an off-campus trip, a permission slip will be obtained. It is our school policy that siblings **do not** attend these outings.

VISITORS AND SCHOOL TOURS

Parents are welcome at school anytime. All parents and visitors check in with the school office **first**, signing in our visitor log before you volunteer to work in the classroom. You will need to sign out at the completion of your time as well. An identification badge will be given to you to wear during your stay with us.

School tours for prospective enrollees are given twice a month. In order to be placed on our wait list please call the school office for available appointment dates. If you know someone who is interested in our school please encourage them to get on the wait list as early as possible. The annual tour dates will also be available on our web site.

Children not enrolled are not permitted to attend school.

BIRTHDAYS Children and Staff

Each classroom will be celebrating monthly birthday (and 'un-birthday') parties for all of the children who are turning another year older. We do not offer individual parties, but celebrate as a community. To make it a more meaningful experience each POD will celebrate birthdays in their own unique way. This will be presented to you at the beginning of the year and as always parents will be included guests. Teachers will choose one day per month as their birthday celebration day. This information will be posted for you ahead of time.

If you are hosting a birthday party at home, we ask that invitations are NOT distributed in class or the POD, unless every child is being invited to attend the party. We also request that you do not invite teachers and other staff members to attend your child's home party, as it is not possible for them to honor every request.

Staff birthdays are posted in the school office as well as a listing of their favorite things. We ask that if you want to acknowledge your teacher or other team teacher's birthdays you keep it simple. You may want to contact your room parent for additional information.

BIRTHDAY BOOK CLUB

To commemorate your child's special day, please choose a special book to donate to the school's library. A special bookplate will indicate the donor's name and special occasion. The child can bring the book to share with the class and parents are welcome to come and read it to the class on their special day. Each book will stay in the classroom for a short period before becoming part of our library.

Outdoor Classroom Demonstration Site



In 2015 St. Paul's Preschool went through an accreditation process through the Outdoor Classroom Project based in La Canada, California. We are the second demonstration site located in Orange County. As such we conduct tours of our playground (now commonly referred to our Outdoor Classroom). The goal of the Outdoor Classroom is to increase the quantity, quality, and benefit of children's outdoor experience.

The Outdoor Classroom Project principles and tenets include:

- Learning occurs everywhere and all the time.
- Children's development is optimized when they spend a significant amount of time participating in child-initiated activities that are teacher supported.
- Children need a connection to nature to be whole.
- A full range of activities for children to participate in are available every day.
- Children need a broad variety of learning experiences and opportunities to grow in all areas of development and creative expression.
- Outdoors, the process of mastering the fundamentals of literacy, math and science is greatly enhanced in a curriculum that is holistic and complete.
- The Outdoor Classroom evolves from the real needs of children, offering personally meaningful activities and embraces developmentally appropriate practices.

Benefits of the Outdoor Classroom	
<p>Physical</p> <ul style="list-style-type: none"> ➤ Increase in physical development, capability and activity ➤ Establishes patterns for an active, healthy lifestyle ➤ Positive impact on onset of diseases (obesity, diabetes) 	<p>Cognitive</p> <ul style="list-style-type: none"> ➤ Improved language, communication, and problem-solving skills ➤ Expanding interest in science and math ➤ Learning enhanced through self-initiation, control and personal responsibility

<p>Psychological</p> <ul style="list-style-type: none">➤ Happier➤ Increased self-esteem➤ Strengthens relationship building➤ Builds a healthy and balanced internal➤ Manifests community harmony➤ Social-emotional mastery	<p>Understanding</p> <ul style="list-style-type: none">➤ Appreciation of nature➤ Expanding view of how the world works➤ Building stewardship skills for the environment
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CHILDREN'S GARDEN

The garden was established in 1996 and is considered an extension of our Reggio philosophy and enhances all of the best practices in early learning. Our garden provides an interactive play area and working laboratory where parents and teachers can instruct children on the planting and harvesting of a variety of plants; the care and maintenance of a garden; and the preservation of nature and our ecosystem. Your child will have the opportunity to visit the garden monthly for a 'formal' lesson with our garden instructor as well as with their classroom as the interest and need arises.

Parents play an important role in helping us carry out this work. We welcome monthly Dad's Club work parties, parent escorts to assist the teachers in walking out to the garden; parents who can serve with expertise, materials, and supplies; and families who sign up to water our classroom beds on a weekly basis.

Of course, to run a garden of this size we also ask for ongoing parent financial support. Participation is optional and any donation you can make will be greatly appreciated. Checks should be made payable to St. Paul's Preschool adding "Garden Donation" on the memo portion of your check. You will receive a tax deduction letter for your contribution. Your name and level of sponsorship will appear on our Donor's List in the garden kiosk for the entire school year.

Garden Rules include

- Supervise your child at all times (*please do not allow them to swing on the gates*).
- Return all items to their proper area (shovels and watering cans to potting table).
- Haul out your own trash and place in a dumpster located by the church kitchen.
- Respect the garden property while in the garden.
- Do not allow your child to pick fruits, vegetables, or flowers without permission.
- Try to leave the garden in BETTER condition than when you arrived.

IDEAS TO ENJOY THE EXPERIENCE!

- ♥ Take time with your child: Relax on the swing; Talk; Share a meal; Visit with friends; Listen; Find peace.
- ♥ Walk the Prayer Path in our middle garden section.
- ♥ Observe the changes in the environment OR talk about a garden lesson

PARKING, CHURCH PROPERTY, and CAR POOLS

PLEASE NOTE THAT THERE IS A 5 MPH SPEED LIMIT IN OUR PARKING LOT AT ALL TIMES.

To ensure that families, children and staff are safe at all times, please exercise the utmost caution while in the parking lot by following these guidelines:

- Never leave children alone in your car as you walk another child to class
- Always hold the hands of any children you are escorting across the parking lot
- DRIVE SLOWLY and ATTENTIVELY, as young children are unpredictable.
- Parking is provided in the church parking lot in marked spots only. Parallel parking is not allowed.
- Handicapped parking spaces are restricted, by law, to only those with valid handicap permits. Violations are subject to citation from the Irvine Police Department.
 - The parking lot behind the church kitchen is for handicapped parking only. Under no circumstances are you to use this area to drop off your child. We are required to keep this lot traffic free by order of the fire department.
- Lock your valuables up in your car before escorting your child(ren) to class. **Do not leave your purse unattended.**
- If you are visiting with other adults after school is dismissed, please remember that your child **MUST** be within your eyesight **AT ALL TIMES.** Children may not leave the gate without a parent.
- Please help your child practice respectful behavior by smelling flowers and not picking them, leaving gravel in flower beds.
- Please enjoy our beautiful church grounds. You may want to meet with your child's class before or after school either at the picnic bench or in the Children's Garden. It's a great way to meet other parents and provide some additional socialization experiences for your child.
- **CARPOOLS:** Sign all children in/out each day and make sure the teacher is aware.

St. Paul's Preschool

Parent Contract

2026- 2027

Initial

I have read the Parent Handbook and agree to abide by the policies of St. Paul's Preschool. *(NOTE policies in handbook may be updated or changed without notice).*

Initial

I understand that St. Paul's is requiring that each family donate two hour of service time per year towards our children's garden or other designated project. *(See "Parent Involvement" in Parent Handbook).*

Initial

I understand that I am providing my home address, phone number and e-mail address. This information is for the exclusive use of St. Paul's Preschool parents only. If you do not wish to have your information shared, please contact the school office as soon as possible.

Initial

Further, I consent to the use by St. Paul's Preschool of any photographs taken of my child.

Child's Name (Please Print)

Teacher/Room

Parent Signature

Date

Please return this form to the school office when you turn in your registration materials. These must be kept on file for the school year according to the State of California Department of Social Service and Community Care Licensing.

Thank You.



St. Paul's Preschool

1221 Wass Street

Tustin, California 92780

Phone: (714) 832 – 8201

Web Site: www.stpaulspreschooltustin.org

Interim Director: Robin Hunter

Office Hours: Mon. – Fri. 8:30 – 3:00

Church Office: (714) 544 – 3141